**Royal College of Anaesthetists: Guidelines for the Provision of Anaesthesia Services Editor**

## Application process

**Closing date: 5pm, Thursday 29th February 2024**

**Interviews to be held in March 2024 – Date to be confirmed.**

Please read the role description and person specification. If you believe that you are the right person for this role, please submit an abbreviated focused CV (maximum 2 pages) and a statement (up to 650 words) advising why you would be interested in getting involved and demonstrating any experience that would be relevant to supporting this work.

Please send your CV and statement to Ruth Nichols, rnichols@rcoa.ac.uk by **5pm on Thursday 29th January 2024.**

## Background

The [Guidelines for the Provision of Anaesthetic Services](https://www.rcoa.ac.uk/safety-standards-quality/guidance-resources/guidelines-provision-anaesthetic-services) (GPAS) support anaesthetists with responsibilities for service delivery and healthcare managers to design and deliver high quality anaesthetic services. It is developed using a rigorous, evidence-based process, which was accredited by the National Institute for Health and Care Excellence (NICE) in 2016.

Applications are now invited for the role of GPAS Editor. The GPAS Editor plays a key role in the development of the guidelines, ensuring that the scope and content of the guidelines remains fit for purpose. The GPAS Editor also ensures that guidelines are appropriately integrated into other College workstreams to support implementation in practice.

Applications will be shortlisted by a panel which includes members of the College’s Clinical Quality and Research Board and the lead Director. Applications will be assessed against the requirements listed in the person specification.

**GPAS EDITOR**

**Directorate**: Clinical Quality and Research Directorate

**Responsible to**: Professionally responsible to the Chair of the Clinical Quality and Research Board

Managerially responsible to the Director of Clinical Quality and Research

**Main function**: To provide senior clinical, academic and editorial support for the development and updating of Guidelines for the Provision of Anaesthetic Services (GPAS)

**Key relationships**: Clinical Quality and Research Board; Standards Committee; Anaesthesia Clinical Services Accreditation Lead; Clinical Quality team, specifically CQ Coordinators

**Specific Duties and Responsibilities**

1. **Provide clinical, academic and editorial support for the development and updating of the GPAS**

* Provide editorial oversight of the scope of the Guidelines for the Provision of Anaesthetic Services, in conjunction with Standards Committee
* Provide clinical oversight and support to GPAS authors, including responding in good time to their queries and helping to resolve any issues
* Contribute to the recruitment and selection process of new GPAS authors
* Provide comments to the authors in the drafting stages of the chapters, including advice where there are disagreements within a chapter development group
* Review chapters to ensure consistency of content within the different chapters of GPAS and that the chapters are appropriately cross-referenced where the scope does overlap
* Review the overall structure of GPAS to ensure continued fit with the College’s strategic direction
* Contribute to media and lay-public enquiries in relation to GPAS

1. **Lead the integration of GPAS with other areas of the College’s work to set, measure and promote standards of good anaesthetic practice**

* Attend Clinical Quality and Research Board meetings to represent GPAS
* Work with the Anaesthesia Clinical Services Accreditation (ACSA) Lead and ACSA committee to ensure that the ACSA standards appropriately represent GPAS; the ACSA scheme supports the implementation of GPAS recommendations and the feedback of ACSA Reviewers is considered by the GPAS authors.
* Attend ACSA Standards Review Day
* Work with the Quality Improvement Lead to ensure that the Quality Improvement Compendium appropriately aligns with GPAS and supports its implementation.
* Work with the Patient Information Clinical Lead to ensure that the implementation of patient information recommendations in GPAS are appropriately supported by the College and that future patient guidance is complementary to GPAS.
* Work with the devolved nations to ensure GPAS is fit for purpose as a guidance document for the devolved nations, leading to increased adoption.
* Work with external stakeholders, such as the CPOC clinical leads and leaders in specialist anaesthetic societies, to ensure that relevant GPAS chapters align with wider workstreams and support implementation.

**Remuneration**

There is no remuneration for this role. All reasonable and approved travel expenses associated with this role with be covered by the College.

**Period of commencement and operation**

The postholder will commence duties in April 2024. The postholder will be appointed for a period of three years, subject to an annual performance review. There is a maximum of two terms.

**Person Specification: Essential Criteria**

|  |
| --- |
| **Educational Requirements** |
| FRCA or equivalent |
| **Professional/Technical and Occupational Training** |
| In good standing with the RCoA |
| In good standing with the GMC, with a current licence to practice |
| **Experience** |
| Holder of a post in Anaesthesia or dual ICM/Anaesthesia or equivalent, and able to demonstrate credibility with employer |
| Able to demonstrate ability to meet time commitments required for this post |
| Experience of authoring, editing and production of publications, ideally national-level professional documents |
| Credible level of experience of expert committee work or standards setting work in a relevant setting |
| Experience developing guidelines or similar documents |
| Track record of delivering complex projects to time, cost and quality |
| **Skills and Knowledge** |
| Broad understanding of the national context for anaesthetic service delivery |
| Broad understanding of all areas of anaesthetic service delivery |
| Broad understanding of the work of the College in Education, Training and Standard Setting |
| Ability to engage clinicians in consultative work |
| Ability to represent the RCoA GPAS and present information to people of all levels |
| **Personal Attributes** |
| Approachable, friendly manner |
| Hardworking, punctual, conscientious and thorough |
| Aspiration to further the development of GPAS |
| Ability to work flexibly (with approval of local support) and independently under pressure and within deadlines |
| Good interpersonal skills in dealing with anaesthetists, other healthcare workers, managers, College staff and patient representatives |
| Comfortable with dealing with complex issues and direction setting |
| **Organisational Commitment** |
| Must have support of employing Trust or University |